



# Society for Effective Lessons Learned Sharing (SELLS)

## Screening Lessons Learned for Site Applicability

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This fact sheet is part of a collection developed by SELLS to support Department of Energy and National Nuclear Security Agency Lessons Learned Programs.

### Background

Throughout the Department of Energy (DOE), managers face the problem of dealing with too much information. At most DOE facilities, a Lesson Learned Coordinator helps reduce the information overload by reviewing information to find lessons learned to improve their site's safety and efficiency. This Fact Sheet shows a process to evaluate lesson learned information, developed through the DOE Society for Effective Lessons Learned Sharing (SELLS). It represents the work of a number of lessons learned practitioners from across the Department of Energy.

### How to Use the Screening Guide

The questions below are used at the decision points in the attached flow chart. The screener needs a good knowledge of how their site operates: the processes, equipment, products, procedures, and safety management system in use. DOE Lessons Learned Coordinators usually have a wide base of knowledge about their site and can answer most of the decision questions. In some cases, a screening team may be needed. In all cases, the whole flow chart should be finished to disposition any given lesson learned input. This chart is designed only for evaluating lesson learned information *coming into a site*. It is not intended to determine whether a lesson from a site

has wider implications to the rest of the DOE.

### Decision Point Questions

1. Does the lessons learned information reference work activities similar to those performed onsite?
2. Does the site have procedures in place to control the activities described in the lessons learned information?
3. Do the procedures address the hazards identified in the lessons learned information?
4. Can the safety, efficiency, or cost-effectiveness of site activities be enhanced through the integration of the lessons learned information into the activities, work planning processes, or training?
5. Has the site experienced any adverse events as a result of these work activities?
6. Does the lessons learned information reference hazards found onsite? (e.g., industrial, environmental, or radiological)
7. Does the site have procedures in place to control the hazards described in the lessons learned information?
8. Can the site's hazard controls be enhanced through integration of the lessons learned information into procedures, work activities, or training?
9. Has the site experienced any adverse events as a result of these hazards?

10. Does the lessons learned information pertain to equipment used on site?

11. Can the safety or efficiency of site equipment be enhanced through application of the lessons learned information to the equipment design or utilization?

12. Have site personnel experienced any equipment malfunctions or accidents while using the equipment?

13. Does the lessons learned information reference a politically sensitive issue or event that does not directly pertain to site activities?

14. Could the lessons learned information impact the public's attitude toward site activities?

### Contact Information

For more information about this fact sheet or the lessons learned process, please contact:

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Lessons Learned Program Fact Sheets, by the Society for Effective Lessons Learned Sharing (SELLS), are available from the DOE Lessons Learned Web Site:

<http://www.hss.energy.gov/CSA/Analysis/ll/sells/>

# Screening Guide Flowchart

Numbers refer to decision point questions in text of Fact Sheet

